

**State of Montana**  
**Department of Public Health and Human Services**  
**PO Box 4210 Helena, MT 59604**

**VACANCY ANNOUNCEMENT**

**December 6, 2006**

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<b>TITLE:</b>	Rehabilitation Counselor
<b>POSITION NO:</b>	10151
<b>LOCATION:</b>	Disability Services Division, Great Falls
<b>STATUS:</b>	Full-Time/Permanent
<b>UNION:</b>	MEA/MFT
<b>PAY GRADE:</b>	Pay Plan 20, Pay Band 6
<b>STARTING SALARY:</b>	\$29,391 - \$35,665 annually. Depending on qualifications and internal equity.
<b>SUPPLEMENT:</b>	Yes

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**APPLICATION DEADLINE:** State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to [hhsea@mt.gov](mailto:hhsea@mt.gov) or faxed (406) 444-0262. Applications must be received or postmarked if mailed no later than **5:00 p.m., Wednesday, December 20, 2006**. For further information visit the DPHHS website: [www.dphhs.mt.gov](http://www.dphhs.mt.gov)

**SPECIAL INFORMATION:** This position is based in Cascade County and requires regular travel (10%) to provide counseling services in Toole County. If applicant has a current CRC Certification, documentation is required at time of application. A resume is due at time of application.

**TYPICAL DUTIES:** This position provides professional counseling, guidance and case management of the vocational rehabilitation process including: eligibility, comprehensive needs assessment, individual written rehabilitation plan, placement, fiscal responsibility and comparable benefits considering the implications of the consumer's disability.

**KNOWLEDGES, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:**

**Knowledges:** Knowledge of the principles and practices of counseling techniques; career development; human behavior; labor market information; casework practices and principles; medical and psychological terminology; physical and psychological aspects of the disabled; employment limitations; community resources; social and economical problems; techniques of planning and organization; administrative techniques; Federal and State laws governing rehabilitation; public relations; fiscal budgeting and employment trends.

Skills: Skill in written and verbal communications; professional counseling and guidance, interviewing techniques; budget management; administration and interpretation of vocational assessment tools; rehabilitation coordination; and medical psychological aspects of individuals with disabilities.

Abilities: Ability to apply the basic principles of rehabilitation to exercise professional judgment in evaluations and decision-making; communicate effectively, both verbally and in writing; interpret medical and psychological information in relation to vocational implications and make professional decisions based on this information; work independently; apply innovative techniques to the rehabilitation program; and to establish and maintain effective working relationships with clients, families, co-workers and other professionals.

EDUCATION/EXPERIENCE REQUIRED: The person in this position is preferred to have a Master's degree in Rehabilitation Counseling or be qualified to sit for certification as a rehabilitation Counselor through the Commission on Rehabilitation Counseling Certification (CRCC). A person who has a Master's or Bachelor's degree in a closely related field will be considered. Experience as a Rehabilitation Counselor is preferred, but experience in related fields such as Mental Health organizations, independent living, community rehabilitation, social worker or related programs would be helpful. Experience both in employment and as a volunteer will be considered.

APPLICATION AND SELECTION PROCESS: This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, rev.05/03 or later);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form;
3. Photocopy of transcripts for any coursework at a college or technical school. **If applicant has difficulty obtaining transcripts you will be given a five-day grace period to submit them to our office after the closing date to:** HUMAN RESOURCES, PO Box 4210, Helena MT 59604;
4. Resume is due at time of application; and
5. Supplemental questions.

**Applications will be rejected for late, incomplete or unsigned application materials.**

**COMPENSATION:** Eligible state employees are also provided paid health, dental, vision and life insurance. Other benefits including a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

**IMMIGRATION REFORM AND CONTROL ACT:** In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

**REASONABLE ACCOMMODATIONS:** Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

**SELECTIVE SERVICE COMPLIANCE CERTIFICATION:** All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.

## SUPPLEMENT QUESTIONS

Department of Public Health and Human Services

Title: Rehabilitation Counselor

Position: #10151

Location: Disability Services Division, Great Falls

This supplement will be reviewed separately from the state application you submitted, and it will become a further basis for our evaluation of candidates. Your responses to these supplemental questions must be printed clearly or typed on standard 8.5 x 11 inch paper. Each response should be clear, concise and numbered. Since your responses will be reviewed separately from your state application, please repeat any information that may appear on it or your resume rather than writing 'see my resume or application.'

### QUESTIONS

NOTE: Answers to the following questions must be specific as to dates and employers. If this supplement is used as a screening tool, some answers may be rated based on months or years of experience. Reference will not be made back to your state application or resume.

1. Describe your experience working with people with disabilities in positions as an employee or intern in a state/federal vocational rehabilitation program, community rehabilitation program, independent living center; as a rehabilitation counselor in the private sector; or other professional human services experience. Please be specific about dates and lengths of time with each experience, and tasks performed.
2. If you are not currently certified as a Rehabilitation Counselor by the Commission on Rehabilitation Counselor Certification (CRCC), please explain whether or not you are committed to obtaining certification or the qualifications to be eligible to be certified. Please explain what it would take for you to become qualified and or become certified. Please include as much detail as possible about course work needed, experience required and length of time necessary.